



UNITED STATES MARINE CORPS
COMMANDING GENERAL
MARINE CORPS AIR GROUND COMBAT CENTER
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TWENTYNINE PALMS, CALIFORNIA 92278-8100

1500
6A
12 Jun 97

POLICY LETTER 3-97

From: Commanding General
To: Commanding Officer, Naval Hospital
Commanding Officer, Marine Corps Communication-Electronics School
Commanding Officer, Headquarters Battalion
All Directors and Special Staff Officers

Subj: PROFESSIONAL MILITARY EDUCATION (PME) REQUIREMENTS

1. It has been brought to my attention that we are not ensuring that our Marines are meeting PME requirements. The most Junior Officer is directly responsible for their junior Marines completing nonresident courses and attending resident PME programs. Commanders and directors, it is your obligated duty to oversee that this mission is being accomplished.

2. The Commandant's Planning Guidance mandates that PME become an integral part of every Marine's military development and directs reinforcement of the link between PME and advancement. Although enlisted PME requirements have been clearly stated in ALMAR 339/96, there still may exist confusion as to what are the exact requirements for promotion. Accordingly, to ensure that all Marines understand these requirements I have listed them below.

a. Selection to Sergeant: Enrollment in the NCO Basic Nonresident Program within 6 months after promotion to Corporal. May attend the resident Corporal's Course which is not a requirement for promotion, however I have a personal interest in having this become a part of our PME structure.

b. Selection to Staff Sergeant:

- (1) MCI Course 03.3, The Marine
- OR
- (2) NCO Basic Nonresident Program (MCI Program 7000).
- OR
- (3) Sergeants Course (MCI Program 8000)

c. Selection to Gunnery Sergeant:

- (1) The SNCO Career Nonresident Program (MCI Program 7100)

d. Selection to Master Sergeant:

- (1) SNCO Advanced Nonresident Program (MCI Program 7200)
- AND
- (2) Effective 1 Jan 98: Warfighting Skills (MCI Program 7400)

e. Selection to First Sergeant:

- (1) SNCO Career Resident Course.
- OR
- (2) SNCO Career Nonresident Program.
- AND
- (3) SNCO Advanced Nonresident Program.
- AND
- (4) SNCO Advanced Resident Course.
- AND

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(5) Warfighting Skills Program.

3. Upon receipt of the completion certificate signifying the successful completion of the respective PME Program, it is imperative that the information be properly entered into the Marine Corps Total Force System (MCTFS) via our Administrative Sections.

4. We are doing our Marines an injustice by not ensuring that they meet PME requirements. Although this policy letter is directed primarily at our enlisted Marines; officer PME is understood to be an unwritten requirement for an officer to be considered competitive for promotion. Ultimately, we are all responsible for our own professional development and of our subordinates, regardless of rank. A well-structured PME program, given high priority by commanders, provides the tools necessary to facilitate responsible and effective combat leadership. I strictly charge each of you to follow this through to completion.

//signed//
R. G. RICHARD

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